



Bishop's Waltham Minibus Group

Annual General Meeting

at 6.30pm on Monday 11th November 2024 in Green's Close

(Actions where names are in **bold**)

MINUTES

Attendance:

Trustees:

Sandy Kara (President), Robert Shields (Chairman), Ruth Shields (Secretary), Jason David (Treasurer), Lucy Grafen, Rachel MacDonald.

Members:

Andy Webb, Di Dowsett, Helen Currie, Judy Marsh, Penny White, Roger Higton.

1. Introductions and Apologies

The Chairman opened the meeting at 6.30pm and welcomed the Trustees and members. There had been no suggestions for any additional Any Other Business, so the Agenda would be followed. Any further issues could be discussed immediately after the AGM was closed.

The following had offered their apologies: Barbara Pond, Dennis Eyles, Emma Houghton, Glen Bertram, Ivan Watling, Jane Camsell, Jon Belfield, John Sealey, Justine Greenfield, Sally Serridge.

2. Minutes of Last AGM and Matters Arising

The Secretary summarised the main points, being:

- The finances remained healthy and the income in 2022 had been boosted by a generous donation from the sons of Ian and Joyce Gilroy, past members of the Minibus Group. There had been a higher expenditure on repairs during the year compared with 2022 and an increase in cost of fuel.
- The governance of the Minibus Group was changed with a rewritten Constitution and a reduction in the number of Trustees, who had all accepted specific responsibilities.
- Two working groups were appointed:
 - New Minibus Selection Group
 - Minibus Fund-Raising Groupwith progress reports to be presented to the Trustees by March 2024.

The minutes of the last AGM on 13th November 2023 were approved.

3. Annual Report of the Trustees

The Chairman presented the Annual Report of the Trustees which had been compiled from the individual Trustees' reports. No issues were raised and the Report will be sent to the Charity Commission.

4. Financial Report

The Treasurer presented the Financial Report which had been kindly audited by Butler & Co (Bishop's Waltham) Limited. The finances remain healthy.

The income was helped by a very generous donation and the expenditure was relatively high due to repair of a fuel leak and replacements of the minibus clutch and tyres.

A summary of the income and expenditure was in the Report of the Trustees.

All members were content with the Financial Report. It will be sent to the Charity Commission.

5. Election of Officers and other Trustees (Voting):

All Trustees were retiring at the end of the meeting, in accordance with the Constitution, but all were offering themselves for re-election:

Chairman	Robert Shields
Secretary	Ruth Shields
Treasurer	Jason David
Trustee (Exec Cttee)	Lucy Grafen
Trustee (Exec Cttee)	Emma Houghton
Trustee (Exec Cttee)	Rachel Macdonald
Trustee (President)	Sandy Kara

Voting was unanimous to accept all the current trustees for the forthcoming year.

The Chairman reminded members that both he and the secretary had given notice a year ago that they would retire at the AGM in 2025. Members should consider now if they could fill one of these appointments and assume the role of Vice-Chairman or Assistant Secretary in the new year in order to achieve a smooth transition of responsibilities.

6. Any Other Business

- **New Minibus**

The new minibus will have a specification very similar to the current minibus but with certain enhancements. It is currently at the coach-builders for the conversion. When delivered, at least 2 Minibus Group members should be present to understand fully all aspects of the new vehicle. The following volunteered, depending upon their availability in the day: **Andy Webb, Helen Currie, Judy Marsh**. It was suggested that **Emma Houghton** should also attend as she will be conducting the familiarisation and refresher training.

The **Chairman** and **Secretary** will plan a formal unveiling of the new minibus and approach suitable 'dignitaries'. Local media will be invited as well as representatives of those that gave grants.

- **Heart Start Training**

All drivers and escorts are encouraged to participate in Heart Start training since most passengers are at high risk of requiring emergency assistance. The sessions would last about 2 hours. The favoured time would be a Monday evening at the start of the new year. **The Secretary** will circulate a Doodle to select the most popular times for the session(s).

As secondary issues:

The Secretary will ensure that Emergency Contact Lists for all regular passengers in the minibus are compiled and include indicators of DNACPR (DNR) where appropriate.

The process for deciding if any individual passenger, due to age or infirmity, becomes a potential danger to themselves or liability to others, is that a recommendation from a driver or escort will be considered by a quorum of Trustees. Having decided the balance of the care service provided with the risks involved, the Secretary will then inform the individual if the Minibus Group can no longer accept them as a passenger.

- **St Peter's Country Fayre**

The Minibus Group will have a stall at the St Peter's Country Fayre in late September 2025 to advertise the services, attract drivers & escorts, and sell tickets for the Christmas Concert. Members were very supportive and were willing to offer help.

- **Christmas Concert**

The Christmas Concert will be in the afternoon of Saturday 14th December. The room and band are booked. Helen Currie has printed posters for distribution and tickets which are already on sale through "Sweet Corner". Tickets will also be available on the door. She has also secured raffle prizes through a number of local outlets. The Coop are providing vouchers for mince pies, but home-made donations would be welcomed by Helen.

Nearer the day, **the Secretary** will be asking all Minibus Group members to help.

- **Fund Raising**

The fund-raising starts now for the next minibus to be purchased in about 2034! The main event, the Christmas Concert will continue.

- **Helen Currie** offered to organise a big band concert on either 31st May or 7th June involving a Swanmore School band.
- **The Chairman** suggested a 'dancing in the square' and will sound out views during the 'singing in the square' event on 23rd December.
- **Di Dowsett** suggested a quiz night.

The Chairman will examine the prospective BW events for 2025 to see which might be the most suitable date for the minibus summer event.

- **John Watts' Pictures**

Beechcroft homes have agreed to take the remaining 3 pictures that were donated to the Minibus Group. **The Secretary** will negotiate a price.

The Chairman stated that any further items can be discussed after the closure of the AGM and they will not be included in the minutes.

7. Next Members' Meeting - Monday 17th February 2025

8. Next Annual General Meeting - November 2025

The Chairman closed the meeting at 7.28pm.